

Executive Assistant (Ref: 2600797)
Alumni Affairs and Development Office

The Appointee will provide a wide range of administrative and secretarial support to the work portfolio under the purview of his/her supervisor. He/she will be responsible for providing administrative support in the daily operation of AADO, such as but not limited to

- preparing official forms and documents for different processes;
- performing due diligence on potential donors;
- supporting the planning, organisation and coordination of functions, activities and events;
- liaising with both internal and external stakeholders including but not limited to Faculties, Departments, different Units, vendors, and sponsors/donors;
- providing secretarial assistance to meetings and daily support in administrative work;
- any ad-hoc duties assigned by his/her supervisor.

Applicants should possess a recognised Bachelor's degree, preferably with relevant post-qualification work experience. Proficiency in design software such as Canva and Adobe Creative Suite, competence in video production (including filming and editing), experience in database management, and demonstrated ability in using AI tools for content creation, analytics and workflow enhancement will be advantageous. They should be innovative, self-motivated and attentive to details, with the ability to work both independently and collaboratively in a team environment. Strong command of written and spoken English and Chinese (Cantonese and Putonghua) is required, along with proficiency in MS Office and contemporary digital platforms. Experience in project management and event management will be highly valued. Fresh graduates who can demonstrate the requisite skills and potential are also welcome to apply.

Salary will be commensurate with qualifications and experience.

Initial appointment will be made on a fixed-term contract. Fringe benefits include the University's Voluntary Contributions to MPF Scheme or a contract-end lump sum payment (totaling up to 10% of the basic salary), leave, medical and dental benefits.

The University only accepts and considers applications submitted online for this post. Applicants should complete the [online application form](http://www.eduhk.hk/jobsopp/index.php?glang=en) and upload a full CV on or before **18 September 2026**. Applications which are incomplete or without the required documents may not be considered. Personal data provided by applicants will be used for recruitment and other employment-related purposes. For details of the Personal Information Collection Statement, please refer to <http://www.eduhk.hk/jobsopp/index.php?glang=en>.

All applications will be treated in strict confidence. Only those who are shortlisted will be contacted. The University reserves the right not to fill the position(s) advertised. Since the incumbent's work would involve contacts with persons aged under 18 and/or mentally incapacitated persons, prospective employee(s) will be required to undergo Sexual Conviction Record Check operated by the Hong Kong Police Force.

Further information about the University is available at <http://www.eduhk.hk>.

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